

**Playroom Procedures**

Staff and other adults should be aware of the following procedures when working in the playroom:

1. Children should be adequately supervised at all times.
2. Staff should always inform other staff members before leaving the playroom. Staff should only leave the playroom for a valid purpose.
3. Staff must ensure all children are in full view when sitting at activities.
4. Children should be discouraged from running and shouting in the nursery.
5. Staff should focus on promoting positive behaviour in children. Staff should consistently implement “Positive Behaviour Policy.” Staff should also recognise positive behaviour by using stickers, stampers and pom poms for group points.
6. Social skills – please, thank you, excuse me etc. should be encouraged and taught by example.
7. Equipment should be kept clean, tidy and in good repair.
8. Missing or broken equipment should be reported to the Nursery Teacher or Head Teacher.
9. Displays and wall friezes should be kept fresh and attractive.
10. The playroom should offer children a happy stimulating environment free from stress and worry.
11. Equipment should be stored correctly in their designated curriculum area. Take care not to store heavy items on top of fragile, easily broken items.
12. Adults should set an example to the children by not sitting on tables or worktops. Everyone should be encouraged to use chairs.
13. No hot liquids or food should be carried through a playroom where children are playing.
14. Issues regarding children/parents should be addressed at the correct time and not during the play sessions.
15. During play sessions staff interactions should be in the context(s) of a child(ren)’s health/safety and/or development only. Personal issues should be discussed outwith the playroom.

**Updated August 2018 by N. Ferguson**

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